The Richmond County Department of Social Services is seeking a full-time **Intake Social Service Specialist**

Within the Department of Social and Health Services, Children’s Administration provides case management services and performs intake assessment in the office and responds to telephone, walk-in referrals, and written reports of child abuse and/or neglect cases and other Child Welfare Services requests such as Child and Family Welfare Services (CFWS), Family Voluntary Services (FVS) and Family Reconciliation Services (FRS) advanced levels of specialized case management in the Intake unit. This position engages in critical thinking through shared decision making and case planning and protects children from risk and harm whenever such risks are indicated. This position receives little supervision and the incumbent exercises independent judgement in devising their own work methods to provide advanced level of specialized, culturally competent and solution focused case management.

The Intake Social Service Specialist is responsible for meeting all casework management directives as required by law, policy and other mandates.

**REQUIRED EDUCATION, EXPERIENCE, SKILLS AND ABILITIES:**

A Bachelor's degree or higher in social services, human services, behavioral sciences, or an allied field, AND one year as a Social Service Specialist 2.

OR

A Master's degree in social services, human services, behavioral sciences, or an allied field AND two years of paid social service experience equivalent to a Social Service Specialist 2.

OR

A Bachelor's degree in social services, human services, behavioral sciences, or an allied field, AND three years of paid social service experience performing functions equivalent to a Social Service Specialist 2.

**One year of paid social service experience MUST include assessing risk and safety to children and providing direct family-centered practice services (strengthening and preserving family units);**

NOTE:  A two-year Master's degree in one of the above fields that included a practicum will be substituted for one year of paid social service experience.

NOTE:  Employees must successfully complete the formal training course sponsored by their division within one year of their appointment.

**DESIRABLE SKILLS AND ABILITIES:**

* Ability to effectively communicate and comprehend (through oral and written forms of communication with management, Peers, clients, community colleagues, and the public
* Ability to comprehend, interpret, and apply current applicable laws, rules and policies on delivery of child protective and child welfare services within Washington State and deliver services accordingly
* Ability to partner effectively with other professionals involved in preparation of child and family prospective permanency families for transition and permanency outcomes
* Ability to develop and maintain good working relationships with child caregivers (foster parents, relatives, kin or facility staff). Include care givers in the case planning process and provide support for meeting the child’s unique needs
* Ability to evaluate, analyze and assess risk and safety in all cases as defined by law and best practice, and implement appropriate procedures using the agency preferred risk and safety assessment tools
* Ability to fully utilize shared decision-making processes for making case plans including: Family Team Decision Meetings (FTDM), Dependency case conferences, permanency planning staffing, Child Protective Teams (CPT’s), Local Indian Child Welfare Advisory Committee (LICWAC), adoption teaming staffing, Behavior Rehabilitation Services Team meetings, etc., include children as appropriate, in the development of service plans
* Ability to access and utilize agency’s software programs

Interested applicants must complete a state application form [PD-107](http://www.richmondnc.com/DocumentCenter/View/273) and submit it in one of the following ways:

Email sheila.trotter@richmondnc.com OR fax to 910-997-8226 OR

Drop off in a sealed envelope at the Richmond County Administration Office, 1401 Fayetteville Road, Rockingham (Drive Thru is fine) OR

NCWorks Career Center (115 W. Franklin Street Rockingham NC 28379) OR

Online at [www.ncworks.gov](http://www.ncworks.gov/)

Application review will begin on Monday, September 13. Applications will be accepted until the position is filled.

No phone calls please.

